



Town of Southampton

6 NEWTOWN ROAD
HAMPTON BAYS, NEW YORK 11946

CHRISTOPHER F. BEAN
SUPERINTENDENT

PARKS & RECREATION DEPARTMENT

Telephone (631) 728-8585
Fax (631) 728-8525

JON ERWIN
PARKS MAINTENANCE SUPERVISOR

SHOWMOBILE & PORTABLE STAGE FEE SCHEDULE & INFORMATION SHEET

1. **APPLICATIONS:** Must be completed by a Town of Southampton resident/taxpayer for a local not-for-profit group and returned to the Parks & Recreation Department, 6 Newtown Road, Hampton Bays, NY 11946 at least 4-weeks prior to the scheduled event. Rental locations are confined to Town boundaries. Applications are accepted on the first business day of January of each year.
2. **FEE SCHEDULE:** The complete fee must be paid with the application at the time of the reservation. Visa, MasterCard, or Discover accepted. Checks must be payable to the "Town of Southampton".

RENTAL FEES:

<u>SHOWMOBILE</u>	<u>PORTABLE STAGE</u>
\$400.00 (first 4-hours)	\$100.00 (first 4-hours)
\$ 25.00 (each additional hour)	\$ 25.00 (each additional hour)
\$ 75.00 (per day for generator)	

ADDITIONAL EQUIPMENT FEES (if necessary)

\$150.00 (Light Tower first 4-hours)

3. **INSURANCE REQUIREMENTS:** A certificate of insurance naming the Town of Southampton as additionally insured must be filed with the application as follows:

Comprehensive General Liability - \$1,000,000 (one-million dollars)

(Including liability, bodily injury & property damage)

Additionally, a duly signed and notarized hold-harmless statement must be submitted. (See page 2)

4. **SHOWMOBILE SPECIFICATIONS:** Equipped with 16 folding chairs. (A generator is available, but optional)

Travel Mode (closed)	Full Stage Floor (open) – 32' Long
Length: 28'	- 14.6' Wide
Wide: 8.5'	Electric System 30 amp.
Height: 13.2'	Generator 12.5 kw

5. **PORTABLE STAGE SPECIFICATIONS:** 16 X 16 when open, one set of stairs, railings on 3-side and no power.

6. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT THE PARKS & RECREATION DEPT. (1) ONE-WEEK PRIOR TO THE EVENT TO CONFIRM THE LOCATION & SPECIAL EQUIPMENT REQUESTED.

7. **REFUNDS:**

- If either unit has been delivered to the site or the event is cancelled due to inclement weather then a credit will be issued, less the cost of staff overtime for the initial set-up. If the unit has not been delivered to the site, a full-refund will be issued if the event is cancelled due to inclement weather.



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HOLD HARMLESS STATEMENT

The undersigned agrees to release, indemnify and hold the Town of Southampton harmless from and against any claims for damages, losses or injuries of any kind arising out of its/my/our use of the Showmobile or Portable Stage.

Name of Organization/Applicant _____

By _____ Date _____

Print Name _____ Title _____

STATE OF NEW YORK)

)ss.:

COUNTY OF SUFFOLK)

On the _____ day of _____ in the year _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____

Personally known to me, or proved to me on the basis of satisfactory evidence, to the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public